



"Educational WAIVER" **Provisional Funeral Director** **Program Guidelines**

This application is for those who have never held a provisional license issued by the Commission and/or have never applied to any Mortuary school.

Please read all requirements and instructions carefully. Questions regarding the Provisional Funeral Director Program should be addressed at the onset of participation.

- After the first 12 months of the provisional program, the licensee must submit a current enrollment letter from an accredited mortuary school in order to be eligible to renew the license for an additional 12 months.
- In pursuant to T.A.C 203.5(h) a provisional license that was granted on an education waiver under T.O.C 651.302(c) fails to complete the license requirements in the maximum 24-month license period, the holder's license may be renewed for up to an additional 12 months, for a maximum term of 36 months. **The license will be extended only for the number of months the provisional license holder was not enrolled in mortuary school.**
- Once the licensee is enrolled in mortuary school, the licensee must maintain enrollment in mortuary school while in the provisional program.
- All requirements needed for full licensure **MUST** be completed before the provisional license expires.
- The licensee must be employed by a licensed Funeral Establishment for the duration of the program.
- Funeral director provisional licensees are not allowed to complete work in a commercial embalming establishment.
- A minimum of 45 cases is required for the Funeral Director provisional program.
- Each Funeral Director provisional licensee must perform 10 complete cases. A complete funeral directing case consists of all major actions from the time of first call through interment or other disposition of the body.
- All casework must be submitted directly to the FDIC in typewritten or legible format.
- The provisional licensee shall keep a copy of the case summary reports. The FDIC shall keep the original case summary reports. These reports must be maintained for two years from the date the provisional program is completed.
- Personal supervision must meet the standard outlined under T.O.C. §651.306.
- Provisional licensees must immediately notify the Commission in writing of any change in name or any change in employment.
- Any mailing address changes will be made through your online account.

It is the responsibility of the provisional license holder to adhere to the above requirements. Failure to comply with instructions given may result in a delay in completing the program or in cancellation of the license.

Please Mail Completed Application and Fee to:

Texas Funeral Service Commission

333 Guadalupe St., 2-110

Austin TX 78701



“Educational WAIVER” Provisional Funeral Director Application Checklist & Instructions

Please make sure to use the same email on ALL applications.

In order to be considered for licensure, please submit the following:

- ☐ **APPLICATION FOR ADMISSION INTO THE PROVISIONAL FUNERAL DIRECTOR PROGRAM.** All sections must be complete. If you answered yes to either question 1 or 2 on page one of the application, please complete the “Criminal History Questionnaire for Applicants” Form and submit all requested information.
- ☐ **FEES.** The fee for admission into the provisional licensing program is \$93.00 per license application. Make check or money order payable to the Texas Funeral Service Commission. We do not accept credit cards at this time. **Application fees are non-refundable.**
- ☐ **CERTIFIED HIGH SCHOOL TRANSCRIPT OR COPY OF GED CERTIFICATE.** Submit official/certified transcript from the High School from which you graduated or if you received your GED, please send a copy of the GED Certificate given by the Texas Education Agency.
- ☐ **“ROLE & RESPONSIBILITY OF THE FDIC IN SUPERVISING A PROVISIONAL LICENSE HOLDER” FORM.**
- ☐ **TEXAS MORTUARY LAW EXAM SCORE AND DATE TAKEN.** Under Tex. Admin. Code, Title 22, Part 10, Rule 203.5(n), an applicant must pass the State Mortuary Law Exam prior to being issued a provisional license.
- ☐ **FBI BACKGROUND CHECK.** Due to DPS security policies, once your provisional application and fee has been received, staff will email you with the instructions on obtaining your background check. Please make sure you submit your application with a valid & legible email address as this is where the instructions will be sent.

Before your first 12 months is up and prior to renewal, please provide the below requirement. If the enrollment letter is not received on or before the expiration date, a late fee will be assessed.

- ☐ **PROOF OF ENROLLMENT OR GRADUATION FROM AN ACCREDITED MORTUARY SCHOOL OR COLLEGE.** Submit official/certified transcript from the Mortuary School from which you graduated or proof of enrollment from the Mortuary School in which you are currently enrolled. Proof of enrollment means a letter from the school/college stating that you are currently enrolled and does not mean a copy of classes. Note, if you are seeking an exemption under Tex. Occ. Code 651.302(c), please check appropriate box on application.

***Acceptance letters and/or class schedules will not be accepted as proof of enrollment.**

Please note: Incomplete applications or applications submitted without fees will not be processed and will be returned to the applicant with no action taken.

It is unlawful to practice funeral directing in the state of Texas prior to the issuance of a provisional funeral director license.

Please Mail Completed Application and Fee to:

Texas Funeral Service Commission
333 Guadalupe St., 2-110
Austin TX 78701



5131
1018

F# _____

For agency use ONLY

Educational Waiver Provisional Funeral Director Application

\$93.00 Non-Refundable Application Fee

All information is required. Incomplete applications will not be processed and WILL be returned.

Name _____
First Last M. (MAIDEN)

Social Security # _____ Date of Birth _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

(Must be LEGIBLE and the same email as on your law exam application)

EMPLOYMENT

Name _____

Address _____

Phone _____

Establishment license # _____

Name and License Number of FDIC _____

HIGH SCHOOL

Name of High School _____ Date Graduated/Recv'd GED _____

CRIMINAL HISTORY

1. Have you ever been convicted of a felony, found guilty of or entered a plea of guilty or no contest to a felony? YES _____ NO _____
2. Have you ever been convicted of a misdemeanor, found guilty of or entered a plea of guilty or no contest to a misdemeanor? YES _____ NO _____

If you answered yes to ANY of the above questions, complete the "Criminal History Questionnaire for Applicants" Form and submit all requested information. Your application for licensure will not be considered until this form and required information is received.

Date of Texas Mortuary Law Exam Taken _____ Score: _____

Please check boxes below to affirm statement and sign.

- ☐ I have never held a provisional license issued by the Texas Funeral Service Commission.
- ☐ I have never applied to a mortuary school and I am seeking an exemption to the requirement I be enrolled in mortuary school. I understand this exemption is for a period of no more than 12 months and is valid only for the first 12 months of the license. I understand prior to renewal of this license, I must provide proof of enrollment to the Commission or my license will not be renewed.
- ☐ I hereby certify that I am an employee, on a steady and continuous basis, and will serve under the supervision of the licensee whose signature appears on this application.
- ☐ I further certify that I have carefully read the questions on this application and have answered them completely and truthfully.
- ☐ I declare under penalty of perjury that my answers and all other statements or information submitted by me in this application process are true and correct. If it is determined at any time that I have provided misleading or false information on or in support of this application, I understand that my application may be denied.
- ☐ I agree I will immediately notify the Commission in writing of any change in my personal mailing address, name, and/or employment.

All information provided on this application will be verified by the Texas Funeral Service Commission. Please be advised that falsification of any portion of this document could result in the denial of license issuance.

Applicant Signature

Printed

Date

Please Mail Completed Application and Fee to:

Texas Funeral Service Commission
333 Guadalupe St., 2-110
Austin TX 78701



Role & Responsibility of the FDIC Provisional Licensing Program

It is the responsibility of the Funeral Director in Charge (FDIC) to maintain the professional standards of the Commission's statute and rules while supervising a provisional licensee. The provisional licensee and the FDIC share in the responsibility in adhering to the rules and requirements of the Provisional Program.

TAC §203.22, Funeral Director In Charge, requires that the FDIC retain all original documents pertaining to the cases worked by a provisional licensee for two years from the completion date of the provisional program. All documents must be produced upon request by the Commission.

Questions concerning your supervisory role in the Provisional Program may be directed to the Provisional Licensing Technician at 512-936-2474.

The following form must be submitted with the Provisional License Application. Both the applicant and FDIC should also keep a copy of the signed form.

ROLE AND RESPONSIBILITY OF THE FDIC IN SUPERVISING A PROVISIONAL LICENSE HOLDER

If the establishment employs a provisional licensee, it is the responsibility of the designated FDIC and the provisional licensee to schedule casework sufficient for the Provisional Program. It is also the responsibility of the designated FDIC to ensure that each provisional licensee is properly supervised while performing cases (which OAG opinion 98-042 defines as being in the same room). This supervision includes the operations of any activities associated with casework assigned to the provisional licensee.

By signing this document, I/We attest that I/We have read the above instructions and agree to abide by the rules and regulations regarding the provisional program. In addition, I/We fully understand what is required and expected of all the licenses involved.

Provisional Licensee Printed Name

Signature

Date

FDIC/EIC Printed Name

Signature

Date

Please Mail Completed Application and Fee to:

Texas Funeral Service Commission
333 Guadalupe St., 2-110
Austin TX 78701